

Form Number LLCF-041	Issue Date 09/12/08	Revision Date 06/15/21	Form Number LLCF-041
	IHE Checklist		

Job Number: _____ Evaluator: _____ Date: _____

No.	Program Element	S	N	N/A
1	Is there an adequate supply of locks and tags available to the crew for LOTO purposes?			
2	Are lockout locks only used for lockout purposes?			
3	Is there a single key for each lock (no duplicates)?			
4	Has the employee filled out the tag identifying the lock is under their control?			
5	Verify that the hazardous energy is reduced to zero energy state? Have they walked down the line?			
6	Each authorized person applies their own lock and tag to each energy isolating source (or authorized group lockbox) and maintain exclusive control of the key(s)?			
7	Company lockout/tagout program requires the sharing of lockout/tagout information and requirements without subcontractors working on site?			
8	Company requires lockout be used for energy isolation, versus tagging alone. In addition, lockout/tagout is mandatory during repair jobs, in-service tanks, and any time tank entry must be done by personnel. Exceptions to this rule must be reviewed and approved by the safety manager and a procedure must be established that makes deviations to this policy as safe as locking/tagging out tank, per OSHA standards. Employees must be trained on such procedures when established?			
9	Has the valve to the vessel been removed?			
10	If the valve remains, is it locked out by all employees?			
11	If the valve remains, has a blank been installed on the upstream side of the valve between the valve and the pipe? (skillet blind)			
12	Has a blind been installed on the end of the line after the valve has been removed?			
13	If the valve has been removed, has the crew locked and tagged the next valve upstream or attached their locks and tags to a customer lock box?			
14	Are the locks being used for any purpose other than locking isolation devices?			
15	If a double block and bleed is used, is the line being check periodically to ensure the line is not refilling?			
16	Has the pressure relief valve been disconnected and plugged?			
17	Has Motor Control Valves been shut and isolated electrically?			
18	Has all the appurtenances been locked and tagged such as mixers, level gauges, cathodic, heating coils, steam coils, hot water coils, hot oil coils?			
19	Has the suction and discharge lines been closed, drained and locked out?			

Corrective Actions or Comments: Explain why something is N/A.